

Research and Evaluation

Meeting Notes

September 28, 2004

Attendance Starr Kohn, Ron Harichandran, Jon Reincke, Mumtaz Usmen, Andre Clover, and Candice Andre.

Meeting Overview
(25 words or less) Mumtaz Usmen led the team in a review of action items and discussion. Reports were given on any action items from the previous meeting. The team reviewed and revised the Michigan Transportation Research Board charter per the Director's comments. The team completed and finalized the implementation plans for the action items, resulting in a closure to the Research and Evaluation action team.

Meeting Notes

1. A review of the September 2, 2004 meeting notes/action items concluded with no comments from the attendees.
2. September 2, 2004 action items were reviewed.
 - Jon Reincke reported on funding sources of other states from the 8 responses he received out of the 20 calls sent out. Indiana, Iowa, Missouri, New York, Pennsylvania, and others. He found that all of the states are receiving in the \$4-6 million range for SPR funding, with the exception of New York receiving about \$15 million. Iowa receives \$2 million + from other sources of funding and has access to another \$2-3 million for research. All other states receive a small amount of funding from Part 1 through pooled money. Louisiana receives a little more money from its legislature for research. States with something more than a standard research program are receiving funding from other sources.
 - Mumtaz Usmen spoke with Sara Smith about the implementation plan template. MDOT has created a standard form for all Action Teams to use for deliverables to ensure a uniform booklet of all ideas to distribute at the Summit. Sara Smith will provide the template and an example to follow within the next few weeks.
 - Jon Reincke reviewed Implementation Plan 3 and believes all the correct information is included, but is awaiting the new template to make specific suggestions and revisions. It must be clear that the MTRB will definitely require extra funding to be a success.
3. Mumtaz Usmen reports on the Moderator's meeting held on September 24, 2004.
 - 7 of the 9 action teams were represented (the Coordination and Communication teams were not in attendance). These 2 teams have deteriorated due to lost interest in attendance. Sara Smith is working to complete the implementation plans for the Coordination and Communication action teams.

- All 9 action teams will present at the Summit. Each presentation will have a 15-minute time frame with 5 minutes of Q/A.
 - The Summit 2004 will be held on December 15, 2004 at the Kellogg Center with an expectation of about 300 attendees.
 - The title is “Transportation Summit 2004 Connecting Michigan” which encompasses the main purpose of identifying the links between the action teams.
 - There are 5 stated purposes of the Summit.
 - Shared understanding of the work in each action team.
 - Continue work of the action teams.
 - Create linkages between tasks of the action teams.
 - Energize groups to continue work on action items.
 - Reinforce that this is a transportation effort, not a MDOT effort.
 - The morning of the Summit will consist of presentations from each of the action teams and a presentation by a panel to explain the issues involved in education and funding. After lunch, there will be hourly breakout sessions, with each session consisting of 3 action teams’ ideas.
4. This action team has completed the task of creating implementation plans for each action item. After the Summit, the responsibilities will be turned over to the MTRB for the upcoming year, which members of the action team will participate.
 5. Linkages between the action teams will be tough to conclude if all the action teams do not have a concrete plan for the action items. The Summit will be a good exercise to hear what other teams are achieving, but there should be a deadline to have all plans complete and approved, such as February or March of 2004. The issues of education (ideas about how to inform and educate the public about transportation issues) and funding (ideas on how to get more funding, as it is a constant for the ideas to be successful) will be a common theme between all the action teams. A major issue with funding is that there must be a group/organization that researches funding sources and goes after the funding. Must be realistic about opportunity costs when considering the group that will be responsible for this funding research.
 6. A higher authority must approve the MTRB before any action can be taken to officially start the Board. Suggest revising the charter with the Director’s comments, send it back to the Director for final review through Kirk Steudle with a comment resolution attachment explaining reasons for the revisions. MDOT must be a part of starting the MTRB due to its ownership of the Summit, action teams and implementation plans. Once the MTRB is set up, MDOT will become a player, and the Board will take ownership of itself.
 7. Addressed Director’s comments on the MTRB charter. (Please see attached charter for more details.)
 8. Once final approval is received on the MTRB charter, Mumtaz Usmen will send out invitations for the executive committee of the Board. The executive committee will establish the Board as a whole. There is not enough time to conduct the first MTRB meeting before the Summit. The Summit presentation will consist of announcing the executive committee members.
 9. Contacts for each of the stakeholder groups on the executive committee of

the MTRB:

- MDOT – contact Kirk Steudle for further information.
 - Universities – contact the chairs of the civil engineering departments.
 - FHWA – contact Don Cameron.
 - Industry – contact MRBA for contractors and ACEC (Ron Reinke and Toni Milo) for consultants.
 - Local governments – contact Jon Reincke or Gary Taylor for specific contacts at entity, CRAM (Jon Nemela).
 - Will have to do some research on the contacts for the other stakeholder groups.
10. This will be the last meeting of the Research and Evaluation action team before the Summit. All meetings after the Summit will belong to MTRB, unless specific issues come out of the Summit that need to be addressed by the action team.

Action Items

1. Starr will email members the Iowa State research packet.
2. Candice will recirculate the implementation plans for comments once information is in the new templates.
3. Mumtaz Usmen will send Kirk Steudle the revised MTRB charter with a comment resolution to receive the Director's comments.
4. Mumtaz Usmen will create the invitation for the executive committee of the MTRB to distribute once final approval of charter is received.
5. Mumtaz Usmen will present at the Summit on behalf of the Research and Evaluation action team.
6. Chris Williams will forward a copy of Implementation Plan 4 to Terry McNich for comments to receive more information on LTAP (action item 6/10 from 09/02/04 notes).

**Proposed
Agenda Topics
For Next
Meeting**

No future meetings scheduled.

**Next Meeting
Dates**

No future meetings scheduled.